

# JOB OPPORTUNITY

**Job Opportunity Bulletin: #03-085**  
**Final Filing Date: March 4, 2004**

Position:	Salary:	Location:
Auditor I	\$2902 - \$3529	Office of Statewide Health Planning and Development (OSHDP) Accounting & Reporting Section 818 K Street, Room 400 Sacramento, California 95814

## General Statement:

Under the general supervision of the Health Program Audit Manager I, the Auditor I desk audits Hospital Annual Disclosure Reports and Quarterly Financial and Utilization Reports for compliance with generally accepted accounting principles and OSHPD's uniform accounting and reporting system requirements.

## Duties:

- ❖ Desk audit and analytical review of Hospital Annual Disclosure Reports for completeness, accuracy, and compliance with generally accepted accounting principles and OSHPD's hospital uniform accounting and reporting system requirements. PC and main-frame based applications are used to help identify, analyze, document, and correct reporting errors.
- ❖ Desk audit and analytical review of Hospital Quarterly Financial and Utilization Reports for completeness, accuracy, and compliance. Requires extensive phone contact with report preparers. A PC-based auditing system is used to help identify, analyze, document, and correct reporting errors.
- ❖ Assist in the review of OSHPD financial and utilization data products for accuracy.
- ❖ Advise hospital financial officers, consultants, and Certified Public Accounts on the OSHPD's accounting and reporting system requirements and financial data programs.

## Desirable Qualifications:

- ❖ Familiar with OSHPD's hospital accounting and reporting system requirements.
- ❖ Knowledge of generally accepted accounting principles and procedures.
- ❖ Ability to communicate effectively and to work independently.
- ❖ Well-organized, dependable, and flexible.
- ❖ Good analytical and reasoning skills, willingness to learn, and pays attention to detail.
- ❖ Familiar with personal computers, including Microsoft Word and Excel.

## Who May Apply:

Due to the hiring freeze (Executive Order S-3-03) current OSHPD employees in the same classification or a classification that would be eligible for transfer, and SROA/Surplus or reemployment list applicants. Only the most qualified candidates will be interviewed.

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

OSHPD – Accounting & Reporting Systems Section  
Attn. Ty Christensen, Supervisor (Job #03-085)  
818 K Street, Room 400  
Sacramento, California 95814

If you have an questions, please contact Ty Christensen at (916) 322-17777, or at [tchriste@oshpd.state.ca.us](mailto:tchriste@oshpd.state.ca.us)

# OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
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— An Equal Opportunity Employer

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

